



**AMERICAN EMBASSY  
MANILA**

# VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: 2007 - 076**

**OPEN TO:** All Interested Candidates

**POSITION:** Consular Biometrics Facilitator, LES-7; FP-07  
(3 positions)

(These positions are programmed and budgeted for the U.S. Foreign Service Pay Plan)

**OPENING DATE:** June 29, 2007

**CLOSING DATE:** July 16, 2007

**WORK HOURS:** Full-time, 40 hours/week

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Manila is now accepting applications for the Consular Biometrics Facilitator positions.

This is a sensitive position, and therefore will require the successful candidates to be eligible to obtain SECRET security clearance.

## **BASIC FUNCTION OF POSITION**

The incumbent will be responsible for collecting fingerprints for NIV and/or IV applicants. Duties include visually confirming the applicant's identity based on the passport photo, instructing applicant in proper placement of fingers on the fingerprint scanning machine, correct capturing of the fingerprint using biometrics software, and any other tasks that facilitate this process. The incumbent may also be asked to participate in other visa processing activities.

**Accountability:** The biometrics facilitator will report directly to the Section Head to which he/she is assigned.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address such selection criterion**

**detailed below with specific and comprehensive information supporting each item.**

1. Must be a U.S. citizen 18 years of age or over, and an eligible family member (EFM) of a U.S. citizen employee assigned to the mission.
2. Must have demonstrated the ability to work quickly and accurately under continuing pressure.
3. Must have demonstrated the ability to function independently without regular supervision or review, recognizing those instances when the supervisor or another officer must be consulted.

#### **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

#### **ADDITIONAL SELECTION CRITERIA**

1. **The candidate must be a U.S. citizen 18 years or over, and must be able to obtain and hold a Secret security clearance.**
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA+ are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612) <http://manilaap01/homepage/hrd/wwwfper1.pdf>; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Applicants **who are not** the Family Members of USG employees officially assigned to post and under Chief of Mission authority, a copy of Philippine Immigration documents (e.g., Alien Certificate of Registration, Immigration Certificate of Residence) showing Republic of the Philippines residency status.
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO:**

Human Resources Office  
Room 300, Chancery Annex Building  
American Embassy  
1201 Roxas Boulevard, Manila 1000  
Telephone: (632) 528-6300 ext. 2243  
Fax: (632) 522-4361, Attention HR Office  
E-mail: [mn1per@state.gov](mailto:mn1per@state.gov) (please send as an MS Word attachment)

Drop-Off: Walk-in applicants are not entertained. Please leave your resume with the guards detailed at the Main Gate, Attention: HR Office. Specify in your application the position which you are applying.

## **DEFINITIONS**

1. *AEFM*: A type of *EFM* that is eligible for direct hire employment on either a Family Member Appointment (*FMA*) or Temporary Appointment (*TEMP*) provided s/he meets all of the following criteria:

--US citizen;

--Spouse or dependent who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

2. *EFM*: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of *AEFM* above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (*OR*): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (*NOR*): Typically *NORs* are U.S. Citizen *EFMs* and *EFMs* of FS, GS, and uniform service members who

are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: JULY 16, 2007**

The U.S. Mission in Philippines provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.